



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

CULTURAL AFFAIRS DEPARTMENT

NOTIFICATION

The 11th May, 2020

No. CAD.100/2016/90.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules regulating the recruitment and the conditions of service of the persons appointed to the Dr. Bhupen Hazarika Regional Government Film and Television Institute Service :-

Short title and
commencement

1. (1) These rules may be called the Dr. Bhupen Hazarika Regional Government Film and Television Institute (Service) Rules, 2020.
- (2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. In these rules, unless there is anything repugnant in the subject or context , -
 - (a) "Appointing Authority" means,-
 - (i) the Governor of Assam, in cases of Class-I and Class-II members of the Service; and
 - (ii) Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute (Assam) in cases of Class III and Class IV members of the service;
 - (b) "Board" means the Selection Board constituted under rule 14;
 - (c) "Commission" means the Assam Public Service Commission;
 - (d) "Government" means the Government of Assam;
 - (e) "Governor" means the Governor of Assam;

- (f) “Member” means a member of the Dr. Bhupen Hazarika Regional Government Film and Television Institute Service;
- (g) “Select List” means the list referred to in clause (d) of sub-rule (1) of rule 6 and the list finally approved under sub-rules (8) and (9) of rule 13;
- (h) “Service” means the Dr. Bhupen Hazarika Regional Government Film and Television Institute Service;
- (i) “Year” means the calendar year i.e. from January to December.

Classes and Cadres

3. (1) The Service shall consist of the following classes and cadres :-
 - (i) Class-I:- It shall include the cadres of:-
 - (a) Director;
 - (b) Nodal Officer (Selection Grade) ;
 - (c) Nodal Officer (Senior Grade) ;
 - (d) Nodal Officer ;
 - (e) Lecturer (Selection Grade) ;
 - (f) Lecturer (Senior Grade) ;
 - (g) Lecturer ;
 - (h) Librarian cum Archive Officer (Selection Grade) ;
 - (i) Librarian cum Archive Officer (Senior Grade); and
 - (j) Librarian cum Archive Officer.
 - (ii) Class-II:- Not created on the date of commencement of these rules.
 - (iii) Class-III: - It shall include the cadres of :-
 - (a) Senior Instructor;
 - (b) Assistant Librarian;
 - (c) Demonstrator;
 - (d) Laboratory Assistant;
 - (e) Crane and Trolley Operator;
 - (f) Lighting Assistant;
 - (g) Studio Assistant;
 - (h) Senior Administrative Assistant;
 - (i) Accountant;
 - (j) Junior Administrative Assistant (Accounts);
 - (k) Junior Administrative Assistant cum Computer Operator;
 - (l) Electrician;
 - (m) Driver;
 - (n) Power Pump Operator.
 - (iv) Class-IV:- Not created on the date of commencement of these rules.
 - (v) The cadres of Nodal Officer (Selection Grade and Senior Grade), Nodal Officer, Lecturer (Selection Grade and Senior Grade), Lecturer, Librarian cum Archive Officer (Selection Grade

- and Senior Grade), Librarian cum Archive Officer, Senior Instructor, Assistant Librarian, Demonstrator, Crane and Trolley Operator, Lighting Assistant, Laboratory Assistant, Studio Assistant, Senior Administrative Assistant, Accountant, Junior Administrative Assistant (Accounts), Junior Administrative Assistant cum Computer Operator, Electrician, Driver, Power Pump Operator shall have subject wise Branches and each Branch shall be deemed to constitute a separate Cadre under these rules.
- (2) The Service may also include:-
- any post equivalent to a post in any of the cadres mentioned in sub-rule-(1) of rule (3); and
 - any cadre or post laid down by the Government to be included in a cadre or the Service.
- Strength and service 4. The strength of each cadre in a class of service shall be such as determined by the Governor from time to time. The strength of the cadres of the service on the date of commencement of these rules shall be as shown in Schedule - I.
- Method of recruitment 5. Recruitment to the service shall be made in the manner prescribed hereinafter :-
- The post of Director shall be filled up by promotion from the cadre of Nodal Officer (Selection Grade) / Lecturer (Selection Grade). The post shall be filled-up from the Nodal Officer (Selection Grade) / Lecturers (Selection Grade) as the case may be as per seniority cum merit counted from the date of joining of the Nodal Officer (Selection Grade) / Lecturer (Selection Grade) in the selection Grade post.
The minimum age limit for appointment of the Director by promotion shall be 55(fifty-five) years and the tenure shall continue till attaining 60(sixty) years of age in service in the Institute :
Provided that if no suitable candidates are available, the post shall be filled-up by deputation for a tenure of 3(three) years which may be extended up to 6(six) years or 60(sixty) years of age, whichever is earlier in the Government service for the Officer. The minimum age limit for appointment on deputation in the post of Director shall be 50(fifty) years and maximum age limit shall not exceed 56 years.
 - Recruitment to the post of Nodal Officer, Librarian cum Archive Officer, Senior Instructor, Demonstrator, Assistant Librarian, Studio Assistant, Laboratory Assistant, Lighting Assistant, Crane Trolley Operator, Senior Administrative Assistant, Accountant, Junior Administrative Assistant(Accounts), Junior Administrative Assistant cum Computer Operator, Electrician, Driver and Power Pump Operator shall be made by Direct Recruitment only.

- (3) 50 % of the post in the cadre of Lecturer shall be filled up by Direct Recruitment and remaining 50% shall be filled up by promotion as given below :-
- (a) by direct recruitment against fifty per cent (50%) strength of the cadres of Lecturer of Motion Picture Photography, Audiography and Sound Engineering and Film and Video Editing in accordance with rule 6; 100% of the post in the cadre of Lecturer of Applied Acting (Film and TV), Film Direction and in the post of Lecturer (Electronics and Telecommunication) shall be filled up by Direct Recruitment, and
 - (b) by promotion against fifty per cent strength of the cadres of Lecturer of Motion Picture Photography, Audiography and Sound Engineering and Film and Video Editing in accordance with rules 11 to 14.
- Direct recruitment 6. (1) Subject to sub-rule (3) of rule 11 and rule 8, direct recruitment shall be made on the basis of the recommendations made by the Commission in accordance with the procedure hereinafter provided :-
- (a) Before the end of each year (i.e. December) the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year and shall intimate the same to the Commission together with details about reservation for candidates belonging to Scheduled Caste, Scheduled Tribes or any other category as laid down by the Government as provided under rule 16 and about carry forward of such reservation;
 - (b) The Appointing Authority shall simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference;
 - (c) The Commission shall prepare a list of qualifying candidates in order of merit in accordance with the aggregate marks obtained by each candidates in the test/ interview. If two or more candidates obtain equal marks, the Commission shall arrange them in order of their relevant merit which shall be determined in accordance with the general suitability of the candidates to the service;
 - (d) The Commission shall furnish to the Appointing Authority the list of candidates recommended by it in order of preference, found suitable for direct recruitment showing the marks obtained in examination / written test and interview. The number of candidates in such a list shall be equal to the number of vacancies notified.
 - (e) The Commission shall simultaneously publish the list in the Assam Gazette and/or at such other place as the Commission may consider it proper.

- (2) The list mentioned in clause (d) and (e) of sub-rule (1) of this rule shall remain valid for 12 calendar months from the date of its recommendation.
- (3) In the event of the Commission, as the case may be, being unable to recommend sufficient number of candidates to fill up all the vacancies in a year, it shall, in consultation with the Appointing Authority, repeat the procedure as mentioned hereinbefore under sub-rule (1) of this rule for recommending a subsequent list in the year :
Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.
- Age for direct recruitment 7. A candidate for direct recruitment to the service in respect of the posts other than the post of Director shall be fixed by the Government from time to time as on first January of the year of recruitment with relaxation in case of candidates belonging to special categories like Scheduled Caste, Scheduled Tribes and any other category as laid down by the Government in accordance with the orders of the Government for the time being in force.
- Academic qualification 8. The academic qualification of a candidate for direct recruitment shall be prescribed by the Governor or the Appointing Authority as the case may be from time to time. The qualifications and experience prescribed, as on the date of commencement of these rules, are given in Schedule –II.
- Physical fitness 9. A candidate for direct recruitment shall be , -
(i) of sound health, both mentally and physically and free from organic defect of bodily infirmity likely to interfere with the efficient performance of his/her duties; and
(ii) required to undergo medical examination before appointment to the service.
- Character 10. A candidate for direct recruitment shall produce to the Commission, certificates of good character from :-
(a) the Principal/Academic Officer of the University or College or such educational Institutions in which he studied last; and
(b) two respectable persons, who are well acquainted with (but not related to) candidate.
- Recruitment by promotion through the Board 11. Appointment by promotion in the cadres shall be made in the manner provided hereinafter,-
(1) Before the end of each year the Appointing Authority shall make an assessment of number of vacancies occurred or likely to occur for filling up by promotion in the next year in each cadre.
(2) Subject to suitability as may be decided by the Board and by the Appointing Authority, an Officer belonging to the cadres of Nodal Officer, Lecturer, Librarian cum Archive Officer, Nodal Officer (Senior Grade and

Selection Grade), Lecturer (Senior Grade and Selection Grade) and Librarian cum Archive Officer (Senior Grade and Selection Grade) shall be promoted to the cadres of Director, Nodal Officer (Selection and Senior Grade), Lecturer (Selection and Senior Grade), Librarian cum Archive Officer (Selection and Senior Grade), respectively, within the same branch in the manner provided in rule 13 and 14 and as mentioned below :-

- (i) Nodal Officer (Selection Grade) / Lecturer (Selection Grade) to Director;
- (ii) Nodal Officer to Nodal Officer (Senior Grade);
- (iii) Nodal Officer (Senior Grade) to Nodal Officer (Selection Grade);
- (iv) Lecturer to Lecturer (Senior Grade);
- (v) Lecturer (Senior Grade) to Lecturer (Selection Grade);
- (vi) Librarian cum Archive Officer to Librarian cum Archive Officer (Senior Grade);
- (vii) Librarian cum Archive Officer (Senior Grade) to Librarian cum Archive Officer (Selection Grade):

Provided that any shortfall of this reservation in the cadre due to non-availability of adequate number of suitable candidates in a particular year shall be carried forward to the subsequent year(s).

- (3) Subject to suitability as may be decided by the Board and the Appointing Authority, fifty per cent of the strength of the cadre of Lecturers shall be filled up by promotion from an officer belonging to the cadre of Senior Instructors possessing the qualification as set forth herein below in the manner provided in rule 13 and 14:

Provided that any shortfall of the above reservation of posts for promotion in the cadres, due to non-availability of adequate number of suitable candidate in a particular year shall be carried forwarded to the subsequent year(s) as per rules;

- (4) Members of different cadres of the service shall be eligible for promotion/awarding timescale to the next higher cadre to the extent specified in rule 5(3)(b) subject to the following conditions :-
 - (a) he/she has to qualify the prescribed qualification as recognized by the Government and as set forth in Schedule –II of these rules;
 - (b) he/she has rendered the minimum period of service in the feeder cadre or in an equivalent post as provided in rule 12(3).

- Promotion timescale 12. (1) The cadres of Nodal Officer (Selection Grade), Nodal Officer (Senior Grade), Lecturer (Selection Grade),

Lecturer (Senior Grade), Lecturer, and Librarian cum Archive Officer (Senior and Selection Grade) to the extent as specified in sub-rule (2) and 3 (b) of rule 5 shall be filled by awarding of timescale within the same Branch in the manner prescribed herein below:

Provided that the Governor may for good and sufficient reasons fill up any of the posts for specialized investigation, design, research work temporarily or on tenure by transfer or deputation from outside the service, if it is satisfied that there is no suitable officer in the service available for filling up the vacancy.

- (2) In case of specialisation of a member of the service posted in connection with the specialized subject, he/she shall be retained in the same specialized work, on his/her promotion in the normal course by creation of higher post in the cadre to which he/she is so promoted keeping the lower posts in abeyance, if the Government considers that such an officer cannot be withdrawn from the specialized work due to non-availability of any other officer of the lower or equivalent cadre in the service to perform the specialized work.
- (3) Subject to suitability, an officer shall be eligible for promotion if he/she possesses the qualification and experience as set forth below:
 - (a) For promotion to Nodal Officer (Senior Grade): 5 (five) years of continuous service in the cadre of Nodal Officer;
 - (b) For promotion to Nodal Officer (Selection Grade): 5 (five) years of continuous service in the cadre of Nodal Officer (Senior Grade);
 - (c) For promotion to Lecturer (Senior Grade): 5 (five) years of continuous service in the cadre of Lecturer;
 - (d) For promotion to Lecturer (Selection Grade): 5 (five) years of continuous service in the cadre of Lecturer (Senior Grade);
 - (e) For promotion to Librarian cum Archive Officer (Senior Grade): 5 (five) years continuous service in the cadre of Librarian cum Archive Officer;
 - (f) For promotion to Librarian cum Archive Officer (Selection Grade): 5 (five) years continuous service in the cadre of Librarian cum Archive Officer (Senior Grade);
 - (g) For promotion to the post of Lecturer (50% of total vacancy in case of Audiography and Sound Engineering, Motion Picture Photography and Film and Video Editing): 5 (five) years of continuous service in the cadre of Senior Instructor.

General Procedure of
promotions

13. (1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Board the following documents and information with regard to as many officers in order of seniority as are eligible for promotion :-
- (a) information about the number of vacancies;
 - (b) list of officers in order of seniority, eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered;
 - (c) ACR and personal files of the officers listed;
 - (d) details about reservation in case of promotion to the services under rule 11 and about the carry forward of vacancies as provided under sub-rule (2) and (3) of rule 11; and
 - (e) any other information as may be considered necessary by the Appointing Authority or required by the Board.
- (3) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of officer, found suitable for promotion in order of preference, in respect of promotion to each of the cadres in which recruitment is to be made by promotion;
- (4) The selection shall be made on the basis of seniority with due regard to merit in case of promotions as stated hereinbefore under rules 11 and 12;
- (5) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of officers against the number of vacancies, in order of preference, found suitable for promotion;
- (6) The Appointing Authority, on receipt of the list recommended by the Board shall consider the list prepared by the Board along with character rolls and personal files of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Board, it shall inform the Board of the changes proposed and after taking into account of the comments, if any, the Board shall approve the list finally with such modifications, if any, as may, in its opinion, be just and proper ;
- (7) The inclusion of a candidate's name in a Select list shall confer no right to promotion unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that a candidate is suitable for promotion;

- (8) The List finally approved by the Appointing Authority as the case may be, shall be published by the Appointing Authority within 15 days from the date of final approval;
- (9) The Select list shall remain valid for 12 Calendar months from the date of approval by the Appointing Authority;
- (10) The promotion shall be made in accordance with the lists finally approved by the Appointing Authority.
- Selection Board 14. The Selection Board as referred to in rules 11, 12 and 13 are as follows :-
- (a) The Selection Board for considering promotion to the post of Director shall consist of the following :-
- (i) Senior most Secretary, Cultural Chairman Affairs Department
 - (ii) Secretary, WPT and BC Member Department or his/her nominee
 - (iii) Secretary , Personnel Department Member or his/her nominee
 - (iv) Director, of Cultural Affairs, Member Assam
 - (v) An Officer from the Cultural Member Affairs Department not below the Secretary rank of Joint Secretary
- (b) The Board for considering promotion to the posts of Nodal Officer (Senior Grade and Selection Grade), Lecturer (Senior Grade And Selection Grade), Librarian cum Archive Officer (Senior Grade and Selection Grade) and Lecturer shall consist of the following :-
- (i) Senior most Secretary, Cultural Chairman Affairs Department
 - (ii) Secretary, WPT and BC Member Department or his/her nominee
 - (iii) Secretary , Personnel Department Member or his/her nominee
 - (iv) Director, Dr. Bhupen Hazarika Member Regional Government Film and Television Institute
 - (v) Joint Secretary, Cultural Affairs Member Department Secretary
- (c) The Board for considering promotion to the post of Senior Instructor shall consist of the following :-
- (i) Director, Dr. Bhupen Hazarika Chairman Regional Government Film and Television Institute (Assam)
 - (ii) Nodal Officer, Dr. Bhupen Member Hazarika Regional Government Film and Television Institute (Assam)

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| | | (iii) | An Officer from Personnel Member
Department (Under Secretary/
Deputy Secretary) |
| | | (iv) | An Officer from WPT and BC Member
Department (Under Secretary/
Deputy Secretary) |
| | | (v) | An Officer from Cultural Affairs Member
Department Secretary |
| Disqualifications | 15. | (1) | No person shall be eligible for appointment to the service , -
(a) unless he is a citizen of India;
(b) if he has more than one wife living or in case of a female candidate who has married a person having one wife alive;
(c) if he/she has more than 2 (two) children; and
(d) if he/she has violated the legal age of marriage:
Provided that the Governor may, if he is satisfied that there is special ground for doing so, exempt any person from the operation of this clause.
(2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the Service;
(3) No person convicted by a Court shall be appointed to the service.
(4) No member of the service shall violate the provisions of two children family norms as laid down by the Government from time to time. |
| Reservation | 16. | | In all cases of appointment by direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the members of Scheduled Castes, Scheduled Tribes as per the provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 as amended and Rules framed thereunder. There shall also be reservation for candidates belonging to the other Backward classes as per Government instructions contained in OM. No. TAD/OBC/1/2004/55 dated 31.05.2005 for direct recruitment only. Reservation in favour of women as per Assam Women (Reservation of Vacancies in Services and Posts) Act, 2005 and Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 2016 shall also be following in direct recruitment. |
| Appointment | 17. | (1) | Subject to the provision of sub-rule (2) of this rule, appointment under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in clause (d) of sub-rule (1) of rule 6;
(2) The inclusion of a candidate's name in the list mentioned in clause (d) of sub-rule (1) of rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also as may be considered necessary that a candidate is suitable in all respects for appointment to the service. |

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| Joining time | 18. | A person shall join within 15 days from the date of receipt of the order of appointment or of promotion failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not, in any case, exceed three months. |
| Discharge or reversion | 19. | <p>A temporary officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original services, if -</p> <p>(1) he fails to make sufficient use of the opportunities given during any training/probation as may be prescribed by the Government from time to time, fails to render satisfactory service during his tenure of service in the cadre; and /or</p> <p>(2) it is found on a subsequent verification that he was not initially qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.</p> |
| Seniority | 20. | <p>(1) The Seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list recommended by the Commission/Board under rule 6 and in the respective list finally approved by the Appointing Authority under sub-rule (6) of rule 13, if he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in rule 18;</p> <p>(2) If a member fails to join in service within the initial 15 days of receipt of the order or within the extended period, as mentioned in rule 18, but joins later, his seniority shall be determined in accordance with the date of joining;</p> <p>(3) A member appointed in a cadre by promotion in a year shall be senior to a member of that cadre appointed by direct recruitment in that year.</p> |
| Probation and confirmation | 21. | <p>(1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed according to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post :</p> <p>Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any specified period, not exceeding a period of two years;</p> <p>Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.</p> <p>(2) A member of the service placed on probation under sub-rule (1) shall be confirmed against the permanent post subject to the following conditions :-</p> <p>(a) he/she has completed the period of probation to the satisfaction of the Appointing Authority in accordance with sub-rule (1) of this rule;</p> |

- (b) he/she has successfully undergone the training and passed the Departmental examination, if any, prescribed by the Government.
- (3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority vis-a-vis such of his juniors as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.
- Gradation list 22. Gradation list shall be prepared and published every year containing the name of all members of the service, cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.
- Scale of pay 23. All appointments to the service shall be made in the time scale of pay as may be prescribed by the Government from time to time. The scale of pay of the posts in the cadres of the Service on the date of commencement of these rules are as shown in Schedule -I.
- Mode of employment 24. Members of the service shall be employed in such manner as the Appointing Authority may decide.
- Other conditions of service 25. (1) Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force;
- (2) The conditions of service of the members, in respect of matters, for which no provision has been made, shall be the same as are, for the time being, applicable to other officers of the Government of the corresponding status and having similar functions.
- Relaxation 26. Where the Government is satisfied that the operation of any of these rules, causes undue hardship in any particular case, it may, dispense with or relax the requirement of that rule to such extent and subject to such conditions, as it may consider necessary for dealing with the case in a just and equitable manner:
- Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in these rules.
- Interpretation 27. If any question arises relating to the interpretation of these rules the decision of the Government shall be final.
- Repeal and savings 28. The rules corresponding to these rules and in force immediately before commencement of these rules, are hereby repealed :
- Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary hereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

PRETOM SAIKIA,

Commissioner & Secretary to the Govt. of Assam,
Cultural Affairs Department.

DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE

(An Academic Institute under the Cultural Affairs Department, Government of Assam)
 Approved by AICTE, New Delhi: Affiliated to SCTE, Assam

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SCHEDULE – I

(See Rule 4 and 23)

Strength of each of the service and the time Scale of pay

Sl No	Category of Post	Department	Time Scale of Pay	Number of Posts		
				Permanent	Temporary	Total
	1	2	3	4	5	6
1	Director	Administration- Head of the Institute	1,44,200-2,18,200 Level-14	0	1	1
2	Nodal Officer	Administration- Academic & General	57,700-1,82,400 Level-10	1	0	1
3	Senior Administrative Assistant	Administration	22000 – 87000 GP= 8700	0	3	3
4	Accountant	Administration	14000 – 49000 GP7400	0	1	1
5	Junior Administrative Assistant (Accounts)	Administration	14000 – 49000 GP=7400	0	1	1
6	Junior Administrative Assistant cum Computer Operator	Administration	14000 – 49000 GP= 7400	0	1	1
7	Electrician	Administration	14000 – 49000 GP=6200	0	1	1
8	Driver	Administration	14000 – 49000 GP=5000	0	2	2
9	Power Pump Operator	Administration	14000 – 49000 GP=5000	0	2	2
10	Librarian cum Archive Officer	Library and Archive	57700 – 182400 Level-10	1	0	1
11	Assistant Librarian	Library and archive	14000 - 49000 GP=7400	0	1	1

12	Lecturer	Audiography and Sound Engineering	57700 – 182400 Level-10	3	0	3
13	Senior Instructor	Audiography and Sound Engineering	14000 – 49000 GP=8700/-	0	2	2
14	Lecturer	Motion Picture Photography	57700 – 182400 Level-10	2	0	2
15	Senior Instructor	Motion Picture Photography	14000 – 49000 GP=8700/-	1	0	1
16	Crane Trolley Operator	Motion Picture Photography	14000 – 49000 GP= 5600	0	1	1
17	Lighting Assistant	Motion Picture Photography	14000 – 49000 GP=5600	0	2	2
18	Laboratory Assistant	Motion Picture Photography	14000 – 49000 GP=5600	1	0	1
19	Lecturer	Film and Video Editing	57700 – 182400 Level-10	2	0	2
20	Senior Instructor	Film and Video Editing	14000 – 49000 GP=8700/-	0	1	1
21	Studio Assistant	Film and Video Editing	14000 – 49000 GP=5600	0	1	1
22	Lecturer	Film Direction	57700 – 182400 Level-10	0	2	2
23	Lecturer	Applied Acting [Film & TV]	57700 – 182400 Level-10	1	0	1
24	Demonstrator	Applied Acting [Film & TV]	14000 – 49000 GP=6800	0	1	1
Total Post =				12	23	35

SCHEDULE –II
(Rule -8)
(Qualification and experience prescribed for direct recruitment/promotion/timescale/deputation)

ADMINISTRATION						
Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay
1	Director	01 (one)	<p>ON PROMOTION</p> <p>The post of Director shall be filled up by promotion from the cadre of Lecturer (Selection Grade) / Nodal Officer (Selection Grade) of the Institute.</p>	<ol style="list-style-type: none"> 1. Academic and administrative management of the Institution. 2. Providing academic and administrative leadership. 3. Monitoring and evaluation of academic activities in the Institute. 4. Participating in policy and system planning at State, Regional and National levels for development of Audio-Video Media Education. 5. Promoting and coordinating continuing education activities. 6. Promotion of Audio-Video Industry – Institution collaboration and Industry oriented research and development. 	<p>The minimum age limit for appointment of the Director by Promotion shall be 55 (fifty five) years and the tenure shall continue till attainment of 60 (sixty) years of age in service in the Institute</p>	<p>1,44,200-2,18,200 Level-14</p> <p>Promotional and on Deputation only</p>

			<p>ON DEPUTATION</p> <p>Officers of Central Government / State Government/ Autonomous bodies/Statutory Organisations/ Semi-Government Organisations</p> <p>(i) Holding analogous post for a minimum period of one year and possessing the following educational qualifications and experience:</p> <p>(ii) Essential : Post Graduate in any discipline from a recognized University</p> <p>Desirable:</p> <p>(I) Experience of managing or making personal contribution in one of the following areas: Writing Stories/lyrics/Screen play/Script for films or TV Programmes /Editing of Film/TV programmes Production of Film/TV programmes Direction of Film/plays/TV programmes/Organisation of National or international Film Events</p> <p>(II) Age limit and tenure the maximum:</p> <p>The minimum age limit for appointment on deputation in the post of Director is 50 [fifty] years and maximum age limit shall not exceed 56 years. The tenure of deputation of 3 [three] years which may be extended</p>	Same with Promotion	<p>The minimum age limit for appointment on Deputation in the post of Director shall be 50 (fifty) years and maximum age limit shall not exceed 56 years. The post filled-up by deputation for a period of 3(three) years which may be extended up to 6 (six) years or 60 (sixty) years of age, whichever is earlier in the Government service for the officer.</p>	Same with Promotion	
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				9. Creation of data bank of personnel who are experts in their respective fields from Audio-Visual Industry/ service organization and invite them to the Institute to deliver lectures for benefit of the students and staff members. 10. Any other assignment/ function in the interest of the Institute.			
LIBRARY CUM ARCHIVE							
3	Librarian cum Archive Officer		1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master of Library & Information Science from University recognized by UGC with minimum 55%. 3. Knowledge of computer application in Library and Information Management 4. Working Experience in Library/ Information Centre is preferable	1. General Administration in Library 2. Budgeting of the library 3. Planning and development of the library. 4. Management of Book & Audio-Visual Library 5. Supervising House Keeping Operations (Classification, Cataloguing, Indexing, etc.) 6. User Services including user orientation 7. Book Selection and acquisition and subscription of journals 8. Designing and building Computer readable database of the library. 9. Inculcate reading habit among students. 10. Guide students for selection and access of proper learning resources for their study 11. Monitoring the Computer and Networking Centre of the library. 12. Any other assignment/ function in the interest of the Institute	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Single Post= Direct Recruitment [100%]
4	Assistant Librarian	1	1. Bachelor Degree in any discipline from University recognized by UGC.	1. House Keeping Operations (Classification, Cataloguing, Indexing, etc.)	38 years as on the date of	14000-49000	

			2. Bachelor of Library & Information Science from University recognized by UGC. 3. Knowledge of computer application in Library and Information Management is preferable	2. Assisting the Librarian in different functions/ activities of the library. 3. Issue and receiving of books. 4. Restoring the books, periodicals and Audio-Visual materials. 5. Operation and Maintenance of tools and equipment of the library including preventive and breakdown maintenance 6. Data entry in Computer readable database of the library. 7. Assisting students in searching and accessing information in Webs. Any other assignment/ function in the interest of the Institute	advertisement	GP=7400	Single Post= Direct Recruitment [100%]
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Department of Audiography & Sound Engineering

Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay	Percentage of Direct Recruitment
1	Lecturer [Audiography and Sound Engineering]	2	1. Bachelor Degree from University recognized by UGC. 2. 3 (Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE 3. At least five years teaching experience in the concerned subject in an organization or institution of repute under AICTE	1. Teaching Diploma/other courses including lectures and tutorials. 2. Planning and implementation of instruction in laboratory and studio. 3. Developing resource materials. 4. Student assessment and evaluation. 5. Assisting in continuing education activities 6. Co-curricular and extra-curricular activities (Including Seminar and workshop) 7. Student counseling 8. Assisting in extension services to the Audio-Video industry and community 9. Any other assignment/ function in the interest	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Direct Recruitment= 50%

2	Lecturer – Electronics and Telecommunication	1	<ol style="list-style-type: none"> 1. ME or M. Tech in Electronics and Telecommunication 2. Knowledge of the Audio –Visual Media 3. Professional/Teaching Experience in this field in recognized Institute/University is preferable 	of the Institute <ol style="list-style-type: none"> 1. Teaching Diploma/other courses including lectures and tutorials. 2. Planning and implementation of instruction in laboratory and studio. 3. Developing resource materials. 4. Student assessment and evaluation. 5. Assisting in continuing education activities 6. Co-curricular and extra-curricular activities (Including Seminar and workshop) 7. Student counseling 8. Assisting in extension services to the Audio-Video industry and community 9. Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Single Post= Direct Recruitment [100%]
3	Senior Instructor [Audiography and Sound Engineering]	1	<ol style="list-style-type: none"> 1. 10+2 in science with Physics, Chemistry and Mathematics 2. Diploma in Audiography /Sound Engineering of minimum three years duration from any Institute recognized by University or AICTE or Autonomous Govt. Institute 3. Knowledge of computer application in the Audio –Visual Media. 4. Working Experience in the Film Production field is preferable 	<ol style="list-style-type: none"> 1. Plan, deliver and evaluate studio and laboratory instruction 2. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance. 3. Procurement/ storage/ accounting of raw materials, tools. 4. Operation and Maintenance of materials, tools and equipment of studio and Laboratory including preventive and breakdown maintenance 5. Issue of materials, tools and equipment of studio and Laboratory to the students for practical and skill exercises 6. Inculcate safety and effective procedures and efficient practices among students. 7. Guide students in the fabrication of their projects 8. Any other assignment/ function in the interest 	38 years as on the date of advertisement	14000-49000 GP=8700	Single Post= Direct Recruitment [100%]

4	Senior Instructor [Electrical]	1	<p>1. 10+2 in science with Physics, Chemistry and Mathematics</p> <p>2. Degree/ Diploma in Engineering in Electrical under AICTE/UGC</p> <p>3. Knowledge of computer application in the Audio –Visual Media</p>	<p>of the Institute</p> <p>Operation and maintenance of Film Projector/Projection</p> <ol style="list-style-type: none"> 1. Plan, deliver and evaluate studio and laboratory instruction 2. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance. 3. Procurement/ storage/ accounting of raw materials, tools. 4. Operation and Maintenance of materials, tools and equipment of studio and Laboratory including preventive and breakdown maintenance 5. Issue of materials, tools and equipment of studio and Laboratory to the students for practical and skill exercises 6. Inculcate safety and effective procedures and efficient practices among students. 7. Guide students in the fabrication of their projects 8. Any other assignment/ function in the interest of the Institute <p>Operation and maintenance of Class Room Theaters</p>	38 years as on the date of advertisement	14000-49000 GP=8700	Single Post= Direct Recruitment [100%]		

Department of Applied Acting (Film & TV)

Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay	Percentage of Direct Recruitment
	Lecturer	1			38 years as on the date of advertisement	57,700-1,82,400 Level-10	Single Post= Direct Recruitment [100%]
1.			<ol style="list-style-type: none"> 1. Bachelor Degree from University recognized by UGC. 2. First Class Diploma in Acting of minimum one year duration from DBHRGFTL, FTIL, Pune or NSD, New Delhi or from University recognized by UGC or from any Institute recognized by University or AICTE or Autonomous Govt. Institute 3. At least two years' professional experience as an Actor in Film and/or teaching experience in Acting in an organization or institution of repute. 	<ol style="list-style-type: none"> 1. Teaching Diploma/other courses including lectures and tutorials. 2. Planning and implementation of instruction in laboratory and studio. 3. Developing resource materials. 4. Student assessment and evaluation. 5. Assisting in continuing education activities 6. Co-curricular and extra-curricular activities (Including seminar and workshop) 7. Student counseling 8. Assisting in extension services to the Audio-Video industry and community 9. Any other assignment/ function in the interest of the Institute 			
1	Demonstrator	1	<ol style="list-style-type: none"> 1. 10+2 or equivalent 2. Diploma / Certificate in Acting of minimum one years duration from any Institute recognized by University or AICTE or Govt. Institute 3. Working Experience in the field of Acting Sound knowledge of Music (Vocal/ Instrumental, dance, martial art, yoga, movement, property making, make-up etc.) 	<ol style="list-style-type: none"> 1. Plan, deliver and evaluate studio instruction 2. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance. 3. Procurement/ storage/ accounting of raw materials, tools. 4. Operation and Maintenance of materials, tools and equipment of studio including preventive and breakdown maintenance 5. Issue of materials, tools and equipment of studio to the students for practical and skill exercises 6. Inculcate safety and effective procedures and efficient practices among students. 7. Guide students in the fabrication of their projects 8. Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	14000-49000 GP=6800	Single Post= Direct Recruitment [100%]

Department of Motion Picture Photography

Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay	Percentage of Direct Recruitment
1	Lecturer	2	1. Bachelor Degree from University recognized by UGC. 2. 3 (Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE 3. At least five years teaching experience in the concerned subject in an organization or institution of repute under AICTE	1. Teaching Diploma/other courses including lectures and tutorials. 2. Planning and implementation of instruction in laboratory and studio. 3. Developing resource materials. 4. Student assessment and evaluation. 5. Assisting in continuing education activities 6. Co-curricular and extra-curricular activities (Including seminar and workshop) 7. Student counseling 8. Assisting in extension services to the Audio-Video industry and community 9. Any other assignment/ function in the interest of the Institute	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Direct Recruitment= 50%
2	Senior Instructor	1	1. 10+2 in science subject 2. Diploma in Motion Picture Photography of minimum three years duration from any Institute recognized by University or AICTE or Autonomous Govt. Institute 3. Knowledge of computer application in the Audio -Visual Media. 4. Working Experience in the Film Production field is preferable	1. Plan, deliver and evaluate studio and laboratory instruction 2. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance. 3. Procurement/ storage/ accounting of raw materials, tools. 4. Operation and Maintenance of materials, tools and equipment of studio and Laboratory including preventive and breakdown maintenance 5. Issue of materials, tools and equipment of	38 years as on the date of advertisement	Rs. 14,000/- 49,000/- GP= 8700/-	Single Post= Direct Recruitment [100%]

				studio and Laboratory to the students for practical and skill exercises 6. Inculcate safety and effective procedures and efficient practices among students. 7. Guide students in the fabrication of their projects 8. Any other assignment/ function in the interest of the Institute 9. Operation and maintenance of Film Projector/Projection	38 years as on the date of advertisement	Rs. 14,000/- 49,000/- GP= 8700	Single Post= Direct Recruitment [100%]
3	Laboratory Assistant	1	1. Pass 10 + 2 2. 1/2 year certificate course in Photography	1. Projection in-charge 2. Look after the equipments of the dept. of MPP 3. Assist in maintenance of Film storage Assist in audio-video production of the Institute 4. Any other works assign by the authority	38 years as on the date of advertisement	14000-49000 GP=5600	Single Post= Direct Recruitment [100%]
4	Crane Trolley Operator	1	1. HSLC or equivalent 2. Working knowledge in Film Production 5 years experience in Film Production as Crane & Trolley Operator	1. Assist the students in shooting programme in operating Crane & Trolley 2. Check the light, Bulbs etc before and after students operate them. 3. Operation and maintenance of lights and lighting equipments of the studio as well as in the campus Any other assignment / function in the interest of the Institute	38 years as on the date of advertisement	14000-49000 GP=5600	Direct Recruitment [100%]
5	Lighting Assistant	2	1. HSLC or equivalent 2. Electrical Workman Permit issued by Inspector of Electricity [Govt. of Assam] 3. 5[five] years work experience as Light Boy or gaffer in Film Production	1. Assist the students in shooting programme in lighting purpose 2. Check the light, Bulbs etc before and after students used them. 3. Operation and maintenance of lights and lighting equipments of the studio as well as in the campus 4. Maintenance of the Shooting floors , properties and custody of set materials Any other assignment / function in the interest of the Institute	38 years as on the date of advertisement	14000-49000 GP=5600	Direct Recruitment [100%]

Department of Film & Video Editing

Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay	Percentage of Direct Recruitment
1	Lecturer	2	<ol style="list-style-type: none"> 1. Bachelor Degree from University recognized by UGC. 2. 3-(Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE. 3. At least five years teaching experience in the concerned subject in an organization or institution of repute under AICTE. 	<ol style="list-style-type: none"> 1. Teaching Diploma/other courses including lectures and tutorials. 2. Planning and implementation of instruction in laboratory and studio. 3. Developing resource materials. 4. Student assessment and evaluation. 5. Assisting in continuing education activities 6. Co-curricular and extra-curricular activities (Including seminar and workshop) 7. Student counseling 8. Assisting in extension services to the Audio-Video industry and community 9. Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Direct Recruitment [50%]
2	Senior Instructor	1	<ol style="list-style-type: none"> 1. 10+2 or equivalent 2. Diploma in Film & Video Editing of minimum three years duration from any Institute recognized by University or AICTE or Autonomous Govt. Institute 3. Knowledge of computer application in the Audio –Visual Media 4. Working Experience in Editing is preferable 	<ol style="list-style-type: none"> 1. Plan, deliver and evaluate studio and laboratory instruction 2. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance. 3. Procurement/ storage/ accounting of raw materials, tools. 4. Operation and Maintenance of materials, tools and equipment of studio and Laboratory including preventive and breakdown maintenance 5. Issue of materials, tools and equipment of studio and Laboratory to the students for practical and skill exercises 6. Inculcate safety and effective procedures and efficient practices among students. 7. Guide students in the fabrication of their projects Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	Rs. 14,000/- 49,000/- GP= 8700/-	Single Post= Direct Recruitment [100%]

3	Studio Assistant	1	<ol style="list-style-type: none"> 10+2 or equivalent Minimum 1 year Diploma in Computer Hardware and Networking from a Government institute or Institute of repute 	<ol style="list-style-type: none"> Arranges materials, samples, demonstrations, instruments, tools and equipments required for studio and project works. Receives stores and issues materials, samples, specimens, instruments, tools and equipments required for studio and field projects. Maintains the equipments, tools and instruments in working condition. Assists students and faculty members in their projects. Checks equipments, connection, etc before students operate them. Prepares samples/ specimens etc. for testing. Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	14000-49000 GP=5600	Single Post= Direct Recruitment [100%]
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Department of Film Direction

Sl. No.	Name of the Post	Number of Post	Qualifications & Experiences	Job Responsibilities	Age limit	Govt. of Assam Scale of Pay	Percentage of Direct Recruitment
1.	Lecturer	2	<ol style="list-style-type: none"> Bachelor Degree from a University recognized by UGC. 3[Three] years Diploma in concerned subject with minimum 55% marks from an institute/university under State/Central Government. At least 5 [five] years teaching experience in the concerned subject in Government Institute/University 	<ol style="list-style-type: none"> Teaching Diploma/other courses including lectures and tutorials. Planning and implementation of instruction in laboratory and studio. Developing resource materials. Student assessment and evaluation. Assisting in continuing education activities Co-curricular and extra-curricular activities (Including seminar and workshop) Student counseling Assisting in extension services to the Audio-Video industry and community Any other assignment/ function in the interest of the Institute 	38 years as on the date of advertisement	57,700-1,82,400 Level-10	Direct Recruitment [100%]

Timescale norms of Lecturer (ASE/MPP/FVE/APA/Direction)

Sl. No.	Level	Qualification	Essential	Pay	Percentage of Direct Recruitment
01	Lecturer	1. Bachelor Degree from University recognized by UGC. 2. 3 (Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE/ Govt. autonomous Institute 3. At least five years teaching experience in the concerned subject in an organization or institution of repute under AICTE		57,700-1,82,400 Level-10	i) 50% post in the cadre of Lecturer shall be made by Direct Recruitment ii) 50 % shall be made by promotion except in the Cadres of Applied Acting Department and Film Direction Department and in the post of Lecturer (Electronics and Telecommunication)
02	Lecturer (Senior Grade)	1. Bachelor Degree from University recognized by UGC. 2. 3 (Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE/ Govt. autonomous Institute 3. At least five years teaching experience in the concerned subject in an organization or institution of repute under AICTE	5 years teaching experience in the academic level 10	68,900-2,05,500 Level-11	The position of Senior Grade Lecturer can be achieved by means of time scale only after successful completion of 5 years of services as Lecturer
03	Lecturer (Selection Grade)	1. Master Degree from University recognized by UGC. 2. 3 (Three) years Diploma in concerned subject with minimum 55% marks from any Institute under State/Central Government and approved by AICTE/ Govt. autonomous Institute 3. At least five years teaching experience in the level of lecturer (Senior Grade) of relevant subject in an organization or institution of repute under AICTE.	5 years teaching experience in the level 11	1,31,400-2,17,100 Level-13A 79800-2,11,500 Level-12 [Those incumbents who have completed 5 years in Academic Level 11 on 01.04.2016 shall be placed in Academic Level-12]	The position of Selection Grade Lecturer can be achieved by means of time scale only after successful completion of 5 years of services as Senior Grade Lecturer

Timescale norms of Nodal Officer of Dr. Bhupen Hazarika Regional Government Film and Television Institute

Sl. No.	Level	Qualification	Essential	Pay	Percentage of Direct Recruitment
01	Nodal Officer	<ol style="list-style-type: none"> 1. Bachelor Degree in any discipline from University recognized by UGC. 3. Master Degree in Mass Communication from University recognized by UGC with minimum 55%. 3. Knowledge of computer application in office administration 4. Minimum 2 years working Experience in administration of academic Institution. 		57,700-1,82,400 Level-10	Single Post= 100% Direct Recruitment
02	Nodal Officer (Senior Grade)	<ol style="list-style-type: none"> 1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master Degree in Mass Communication from University recognized by UGC with minimum 55%. 3. Minimum 5 years working Experience in administration of academic Institution in the level of Nodal Officer in an organization or institution of repute under AICTE. 	5years work experience in the level 10	68,900-2,05,500 Level-11	The position of Nodal Officer, Senior Grade can be achieved by means of time scale only after successful completion of 5 years of services as Nodal Officer
03	Nodal Officer (Selection Grade)	<ol style="list-style-type: none"> 1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master Degree in Mass Communication from University recognized by UGC with minimum 55%. 3. Minimum 5 years working Experience in administration of academic Institution in the level of Nodal Officer (Senior Grade) in an organization or institution of repute under AICTE. 	5- years work experience in the level 11	1,31,400-2,17,100 Level-13A 79800-2,11,500 Level-12 [Those incumbents who have completed 5 years in Level 11 on 01.04.2016 shall be placed in Level-12]	The position of Nodal Officer, Selection Grade can be achieved by means of time scale only after successful completion of 5 years of services as Nodal Officer, Senior Grade

Timescale norms of Librarian cum Archive Officer of Dr. Bhupen Hazarika Regional Government Film and Television Institute

Sl. No.	Level	Qualification	Essential	Pay	Percentage of Direct Recruitment
01	Librarian cum Archive Officer	1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master of Library & Information Science from University recognized by UGC with minimum 55%. 3. Knowledge of computer application in Library and Information Management 4. Working Experience in Library/ Information Centre is preferable		57,700-1,82,400 Level-10	Single Post= 100% Direct Recruitment
02	Librarian cum Archive Officer (Senior Grade)	1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master of Library & Information Science from University recognized by UGC with minimum 55%. 3. Minimum 5 years working Experience in an academic library of academic Institution in the level of Librarian cum Archive Officer in an organization or institution of repute under AICTE.	5 years work experience in the level 10	68,900-2,05,500 Level-11	The position of Librarian cum Archive Officer, Senior Grade can be achieved by means of time scale only after successful completion of 5 years of services as Librarian cum Archive Officer
03	Librarian cum Archive Officer (Selection Grade)	1. Bachelor Degree in any discipline from University recognized by UGC. 2. Master of Library & Information Science from University recognized by UGC with minimum 55%. 3. Minimum 5 years working Experience in an academic library of academic Institution in the level of Librarian cum Archive Officer (Senior Grade) in an organization or institution of repute under AICTE.	5- years work experience in the level 11	1,31,400-2,17,100 Level-13A 79800-2,11,500 Level-12 [Those incumbents who have completed 5 years in Level 11 on 01.04.2016 shall be placed in Academic Level-12]	The position of Librarian cum Archive Officer Selection Grade Lecturer can be achieved by means of time scale only after successful completion of 5 years of services as Senior Grade Librarian cum Archive Officer